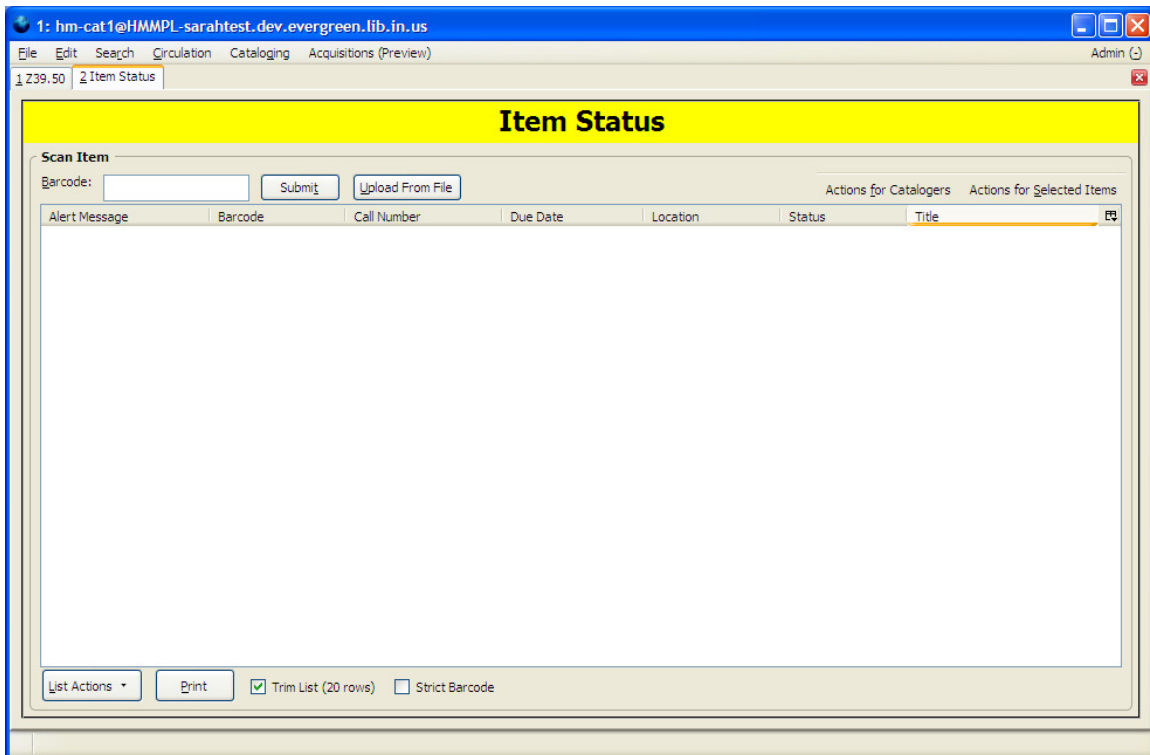# Chapter 15 -- The Item Status Screen

The Item Status screen can be accessed several different ways. The simplest is to press the **F5** key. It can be accessed from the **Search (Alt + R)** menu by selecting **for Copies by barcode (Alt + B)**, from the **Circulation (Alt + C)** menu by selecting **Show Item Status by Barcode (Alt + B)**, and from the **Cataloging (Alt + G)** menu by selecting **Display Item (Alt + B)**.

The Item Status screen conveniently displays item information. You can view item information for many items at once, and make changes either singly or in batches.

Checking Your Work Using the Item Status Screen

The Item Status screen is a good way to check that you've applied the correct item information to newly cataloged items. To check your work, simply scan, enter or paste the barcodes of the items you wish to check into the barcode field. If you paste or enter the barcodes, you will need to hit **Enter** or click **Submit (Alt + T)** after each barcode.

Item information will display on the screen. You can use the column picker to select the information you wish to display, including all fields that you want to check, such as the Price, Item location, Circulation Modifier, Circulation, Loan Duration, etc. See ***Chapter 4 - Using the Column Picker***, if needed.

From this screen, it is possible to change call numbers and edit item attributes, so if you notice an error in your work, it is very easy to correct it.

Using the Item Status Screen to Make Changes to Multiple Items

The Item Status screen is also very useful for making changes to multiple items at once. You can make changes with the Copy Editor, or change call numbers.

To change call numbers for multiple items, scan, enter or paste your barcodes in the barcode box. When your items are displayed on the screen, highlight all the items you wish to edit. Only the highlighted items will be affected.

Changing Call Numbers from the Item Status Screen

To change call numbers from the Item Status Screen, scan, enter or paste your barcodes in the barcode box. When your items are displayed on the screen, highlight all the items you wish to edit. Only the highlighted items will be affected.

Then access the volume editor. Under **Actions for Catalogers (Alt + F)** select **Edit Volumes**.
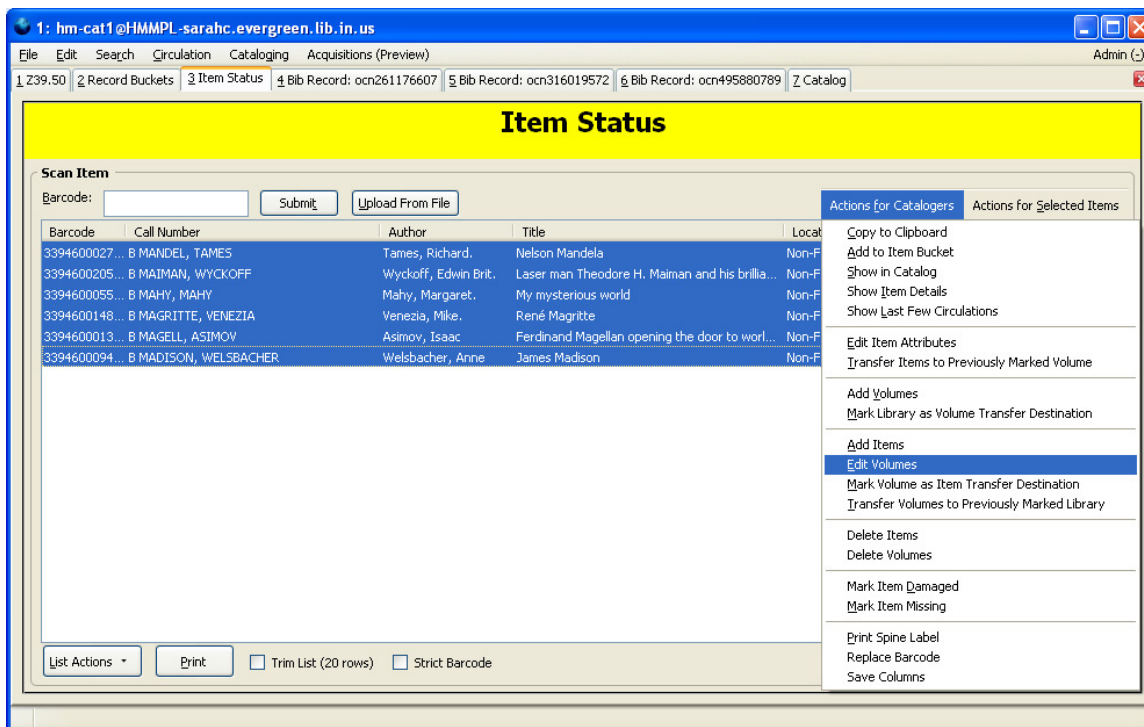
The Volume Editor will open. See **Chapter 8 -- Changing Call Numbers** if further information on changing call numbers is needed.

When changing multiple call numbers, the volume editor will open for each item in succession. Even if you want to give all the items the same call number, you have to change each call number individually. After you modify one, the volume editor will open for the next volume. If you have multiple volumes from one record, they will all display in the Volume Editor at once.

NOTE: The Item Status screen does not automatically refresh when you edit volumes, so your changes will not be displayed on the screen.

To view your changes, you can scan or enter the barcode again to view your changes, as seen below. The barcode for the first and last item is the same, but the call number is different.

Making Batch Edits with the Copy Editor from the Item Status Screen

Editing item attributes with the Copy Editor from the Item Status screen is very useful, and a big time saver, since it allows you to do batch edits.

Highlight the line of the item or items you wish to change, then select **Edit Item Attributes** from the **Actions for Catalogers (Alt + F)** menu, the **Actions for Selected Items (Alt + S)** menu, or from the drop down list when you right click on the line of the item you wish to change, as seen below:
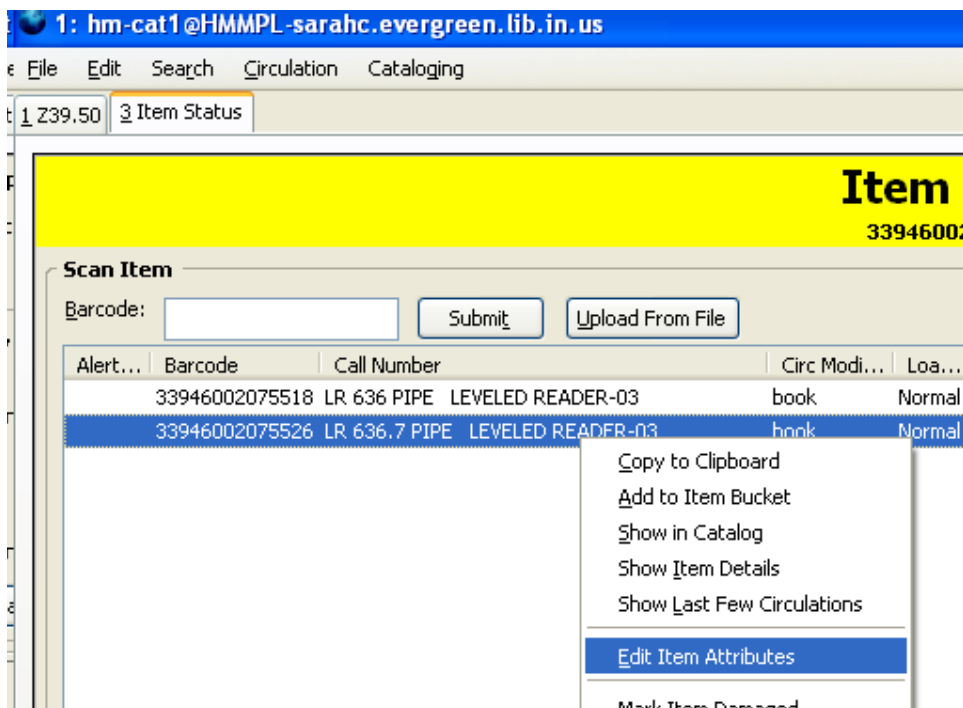
The Copy Editor will open. See **Using the Copy Editor to Make Changes** on page 7.1 if further information on editing item attributes is needed. When you've made changes with the Copy Editor, your changes will be reflected, on the Item Status screen. Note the change in loan duration below:
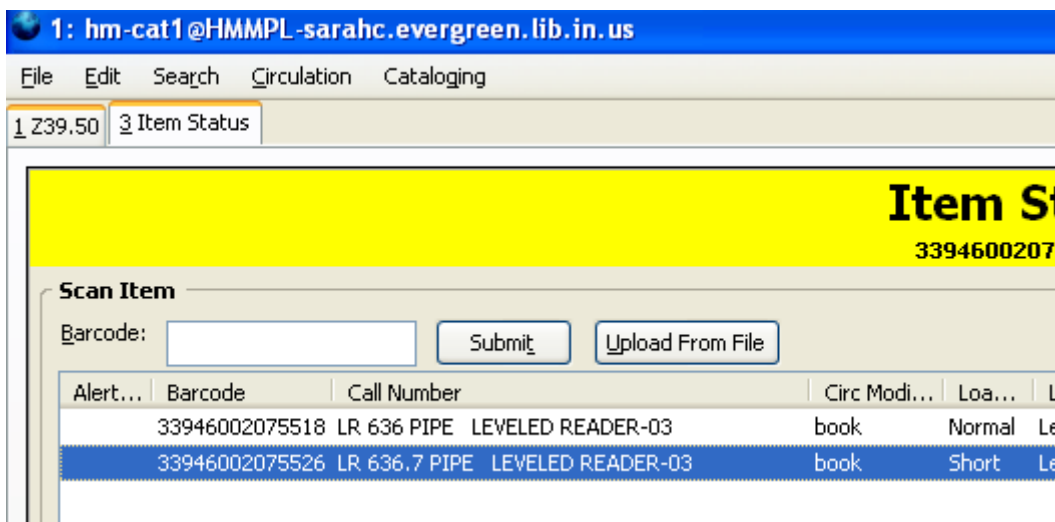
NOTE: Opening the Copy Editor for a particular item refreshes that item on the Item Status screen, so you can view changes to volumes by opening and closing the Copy Editor for that item.

Another useful feature for checking your work in the Item Status screen, is the **Show in Catalog (Alt + S)** function. This function is useful if you wish to view the MARC record or view holds. It can be accessed from the **Actions for Catlogers (Alt + F)** menu, as shown below, the **Actions for Selected Items (Alt + S)** menu, or by right-clicking on an item line.

The record will open up in a new tab in your default view. If you select multiple items, a new tab will open for each record. Note the new tabs below:

To clear the items displayed in the Item Status display, simply hit the **F5** key, or re-access the **Item Status** screen through any of the other options listed on page 16.1. Unfortunately, you cannot clear individual items from the screen.

Note the check box at the bottom of the screen labeled "**Trim List (20 rows)**". If there is a green check mark in the box, your items displayed will be limited to 20 items. The items at the bottom of the list will disappear from the screen as you add more items.
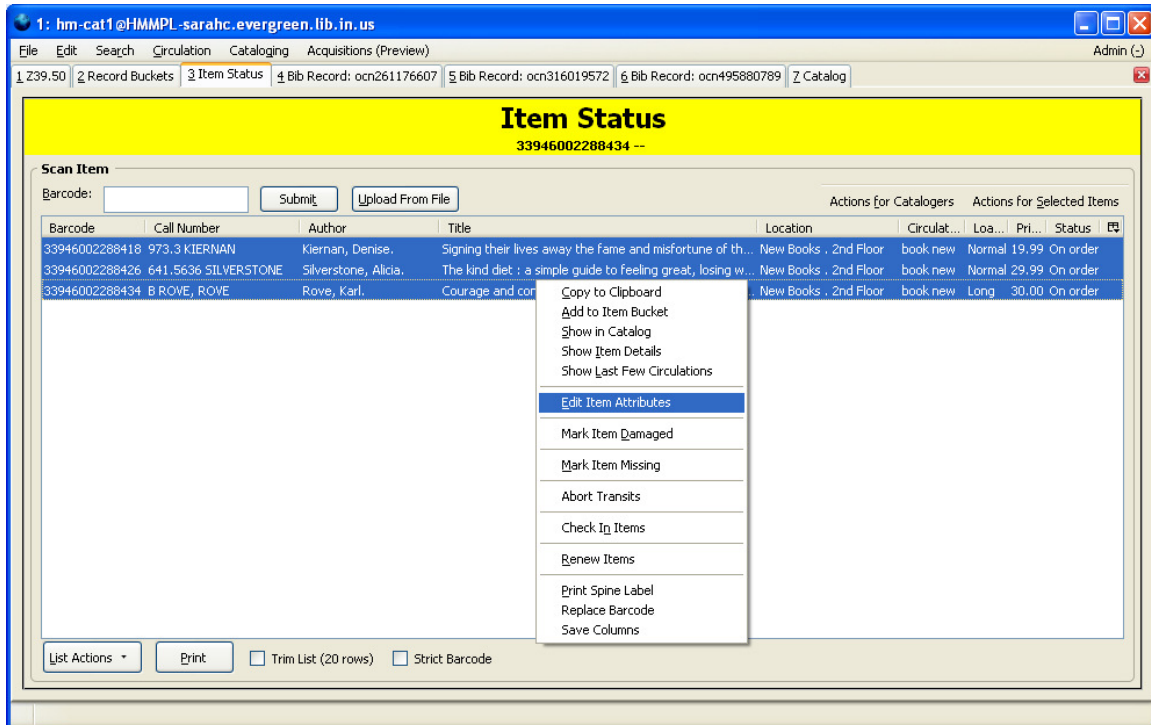
Select multiple items displayed on the screen, and access the Copy Editor by right-clicking one of the item lines and selecting **Edit Item Attributes (ALT + E)**, or use one of the other ways explained on page 15.4 in *Checking Your Work with the Item Status Screen*.

The Copy Editor will display the information for all the items you have selected:

You can then make any changes you desire, such as changing items from reference to circulating.

Note that you can only make changes that you wish to apply to all of the items you selected. For instance, if you want some of the items to have one shelving location, and some to have another, you will need to make the changes in the appropriate batches. In this case, status of all of these items is being changed from On Order to In Process:

After you make your changes, click **Modify Copies (Alt +M)**, as usual, and the dialog box will open, telling you your changes have been made.
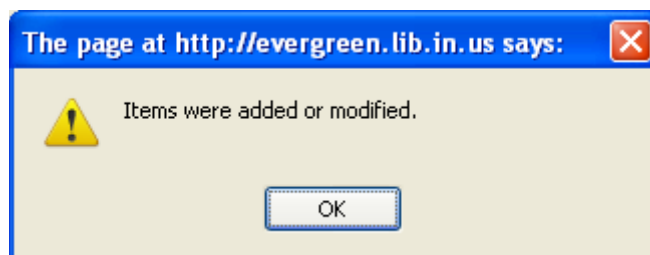
Click **OK**, or press **Enter**.

Your changes will now be reflected on the Item Status Screen:
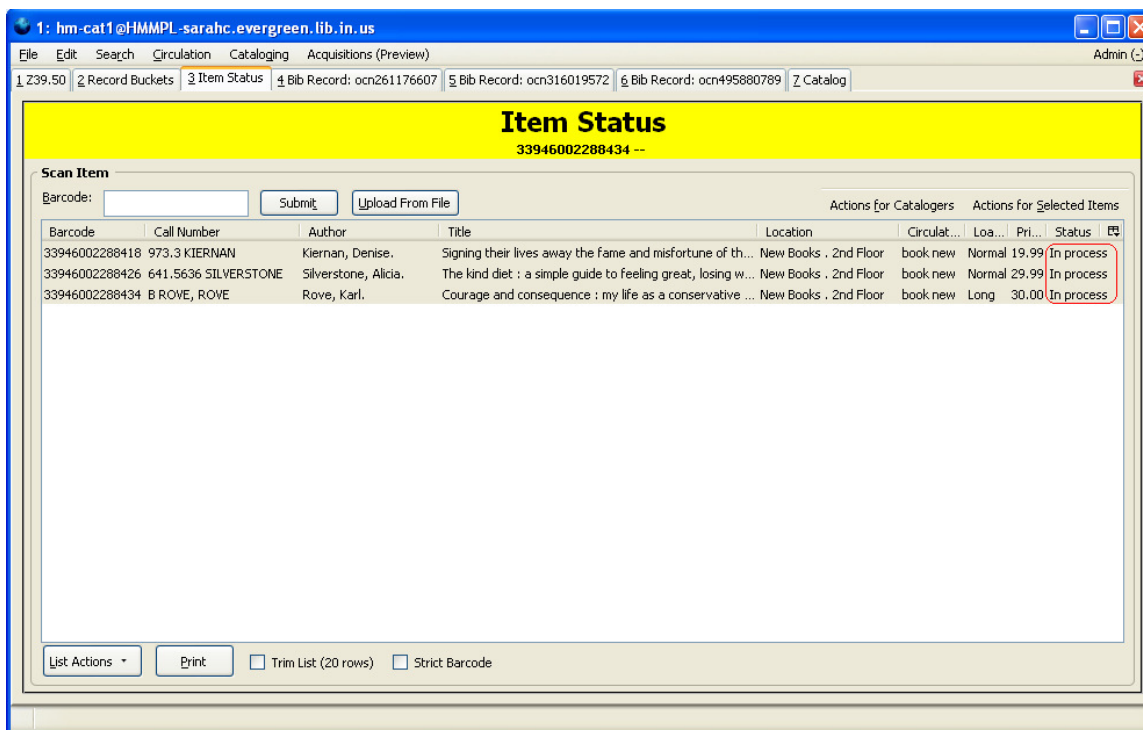
Saving Report Data in Excel for Use with the Item Status Screen

If you have a list of barcodes from a report that you wish to work with in the Item Status Screen, you can save this as a text file (.txt) or CSV file (.csv), and import the barcodes to the Item Status screen. You cannot import the data straight from an Excel (.xls) file.

This is really useful when you are making mass changes based on report data, for instance, if you want to change the loan duration for all the items with a particular circ modifier. You can create a report listing all the items with that circ modifier.

If your report contains only barcodes, and you have your results output as an Excel file, you can simply save the file as a text file (.txt) or a CSV file (.csv). If your report contains more than 200 barcodes, skipping to **Using Notepad to Save Report Data as a Text File** on page 15.13 is recommended.

NOTE: It is not necessary to re-format the Excel report before you save the file, as seen below.

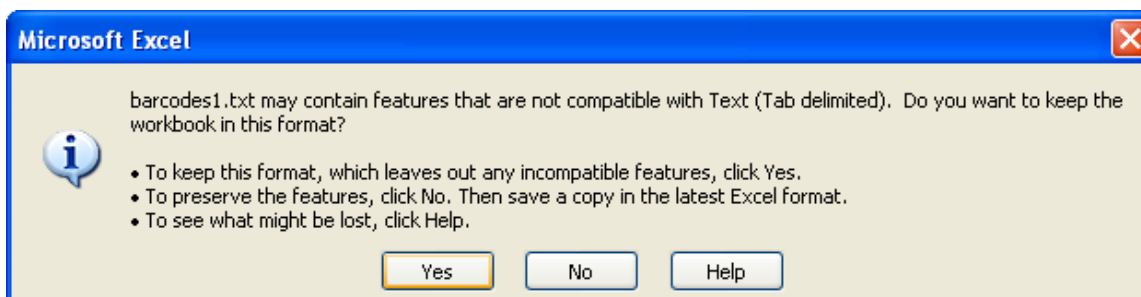From the **File menu**, select **Save As**.
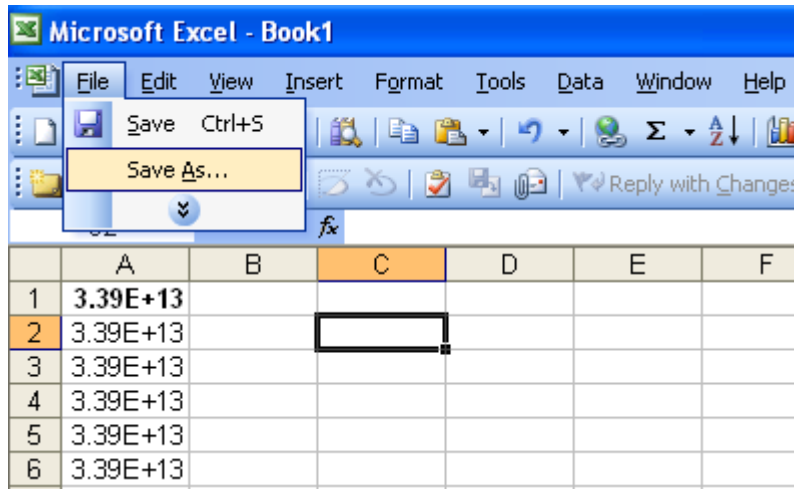
The Save As Window will open. In the Save as Type box, **select Text (Tab delimited) or CSV (Comma delimited)**:
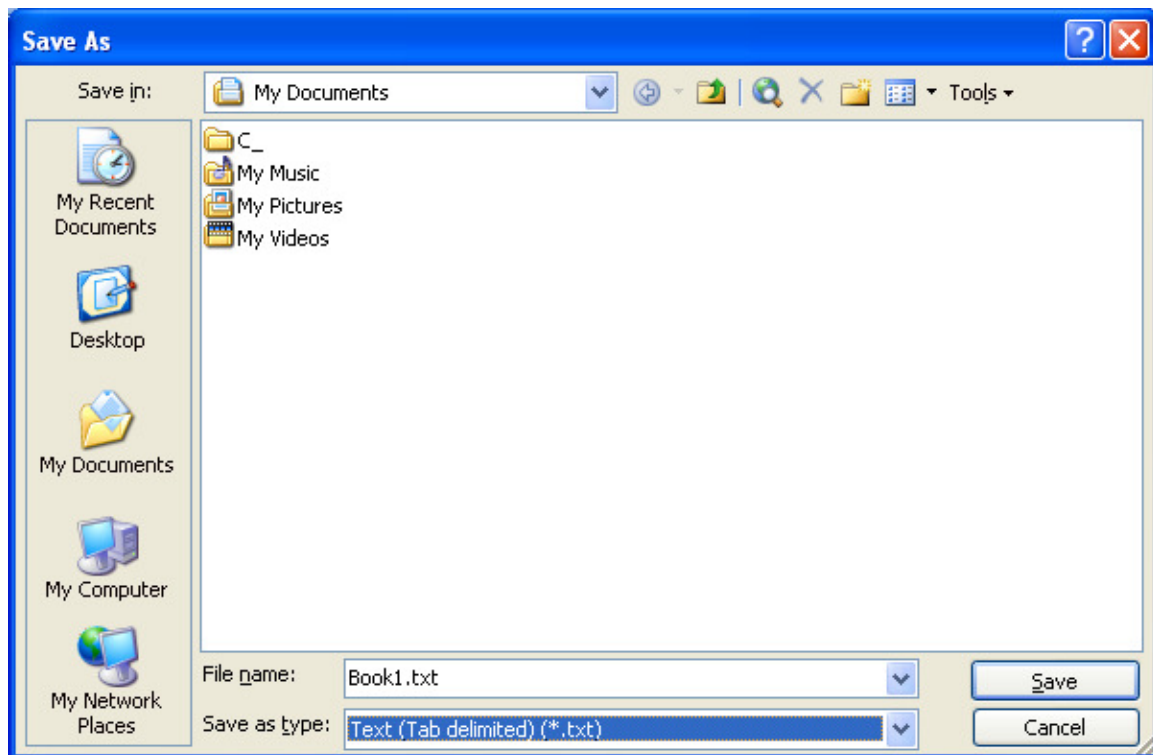
Make sure you save remember where you save the file, for instance, your desktop, or a particular folder. Give the file a name you'll recognize, such as barcodes. Then click the **Save** button:
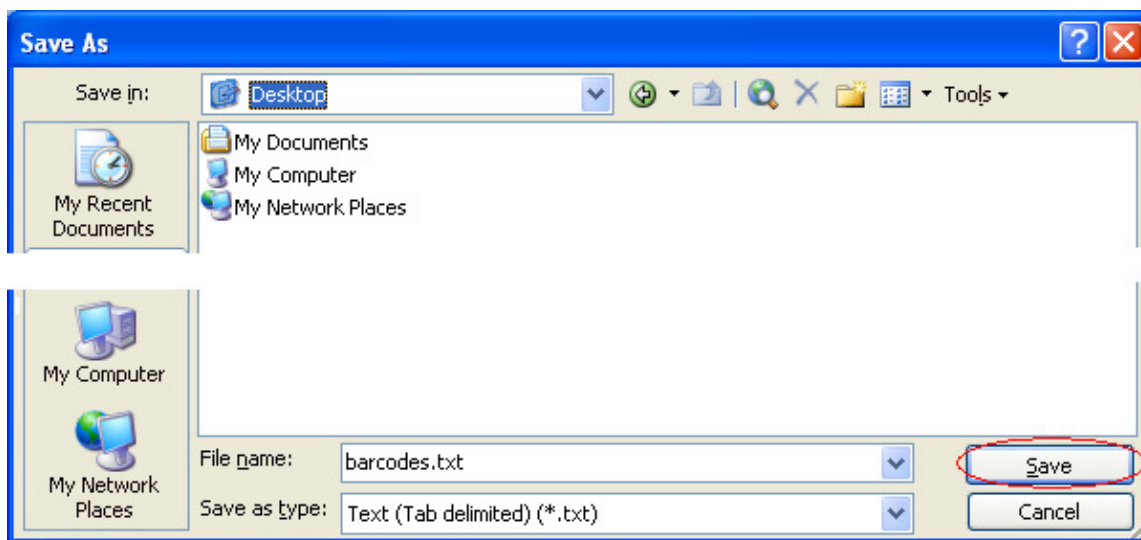
If you choose text, you will get the following alert:

Click the **Yes** button. Then proceed to *Importing Data to the Item Status Screen from a File* on page 15.17.

Using Notepad to Save Report Data as a Text File

If your report has more than 200 barcodes, or has other fields in addition to barcodes which you do not wish to delete, you can copy the barcodes to Notepad to save the file.

Highlight the barcodes you'd like to import, then type **Ctrl + C** or right click and select copy to copy the barcode fields. The more barcodes you import at a time the longer they will take to import and to edit. 100 or fewer is fairly manageable.

If you want to select all the barcodes, click on the head of the column. Note that the report below has been formatted so that the full barcodes can be viewed, but this is not necessary.

Next, **open Notepad**. If you are using a Windows PC, click on the Start button, click Accessories, and then select Notepad:
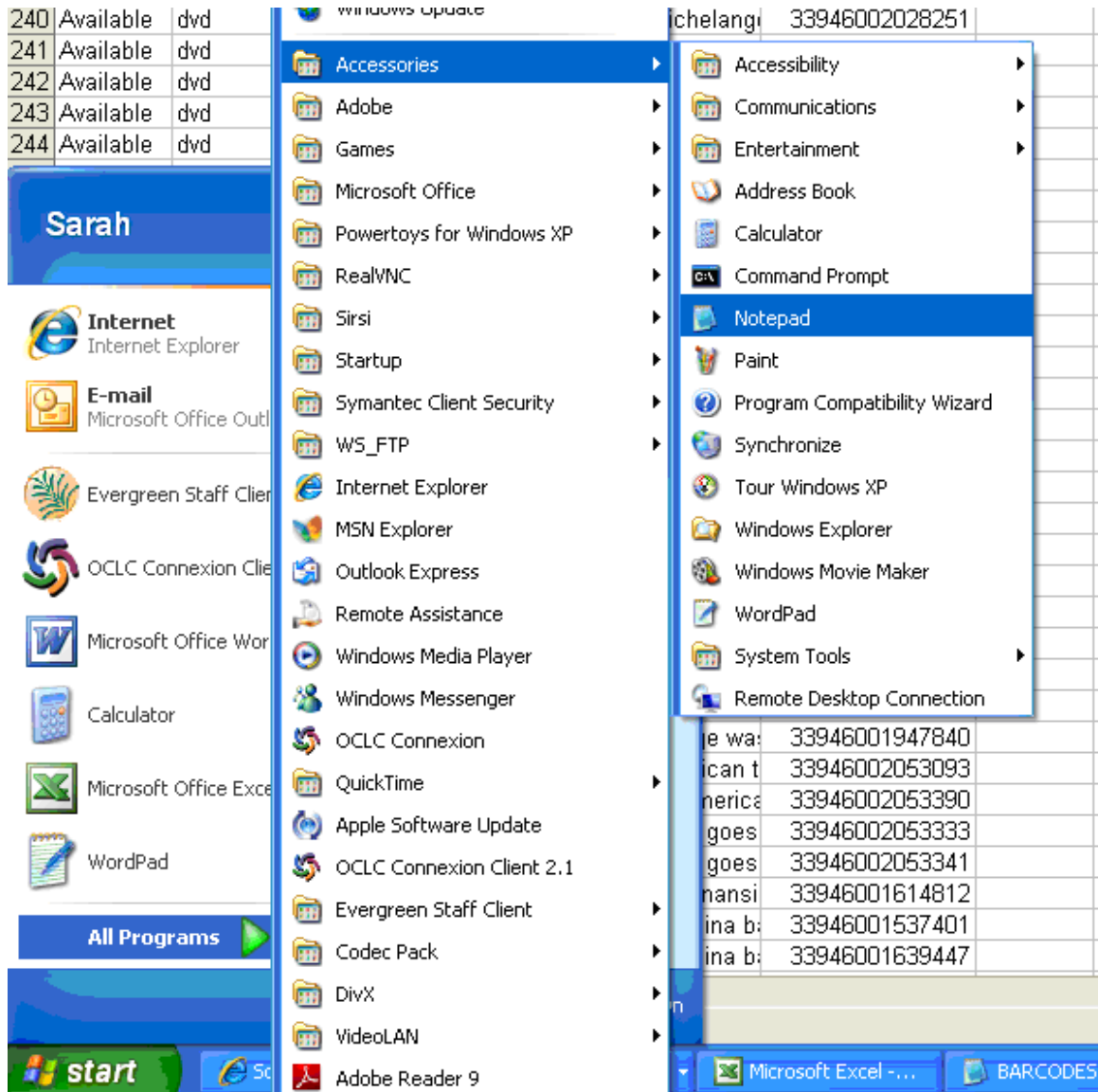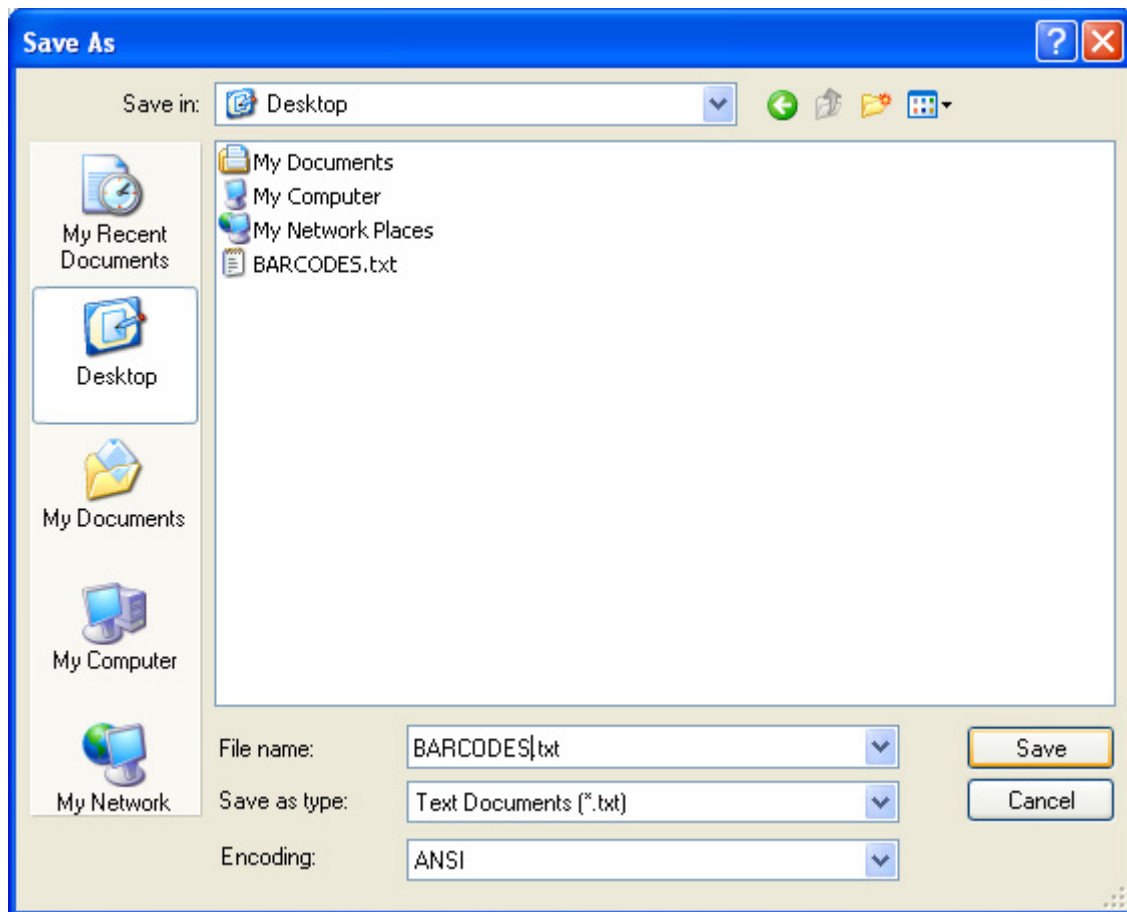
A Notepad window will open:
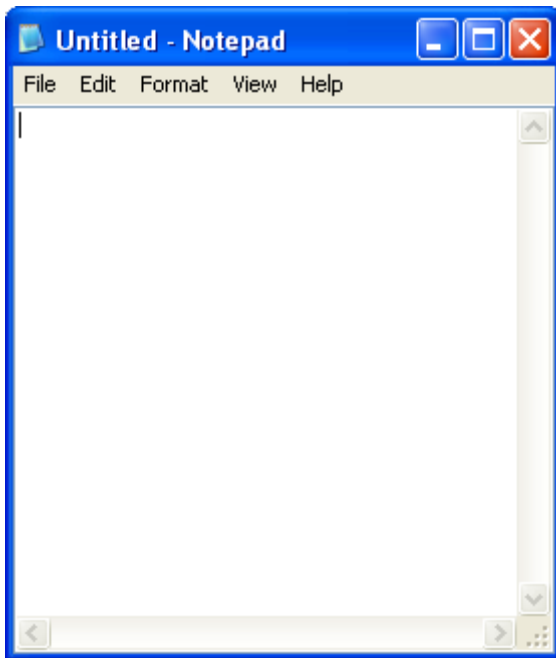
Type **Ctrl + V** or right click and select Paste to paste your barcodes into the Notepad:
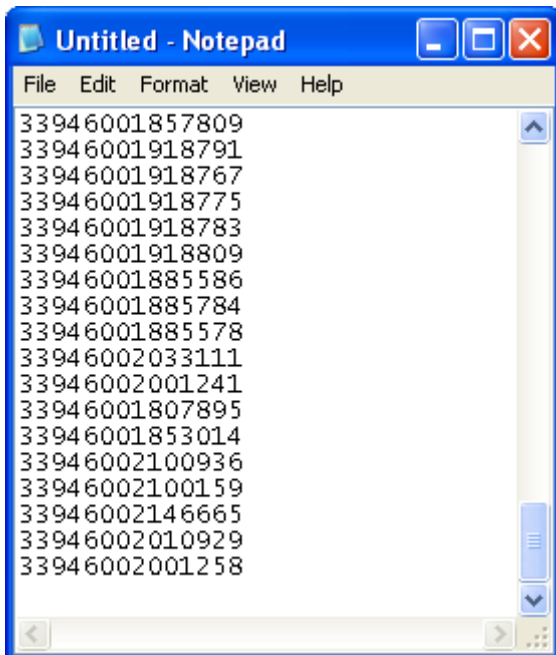
Save the Notepad as a **text file**. Give it a name you will remember, such as barcodes, and remember where you save it—whether to your desktop a particular drive or folder. It needs to have a file extension of **.txt**

Importing Data to the Item Status Screen from a File

Hit the **F5** key or use one of the other methods from p. 15.1 to bring up the Item Status screen. Then click the **Upload from File** button.
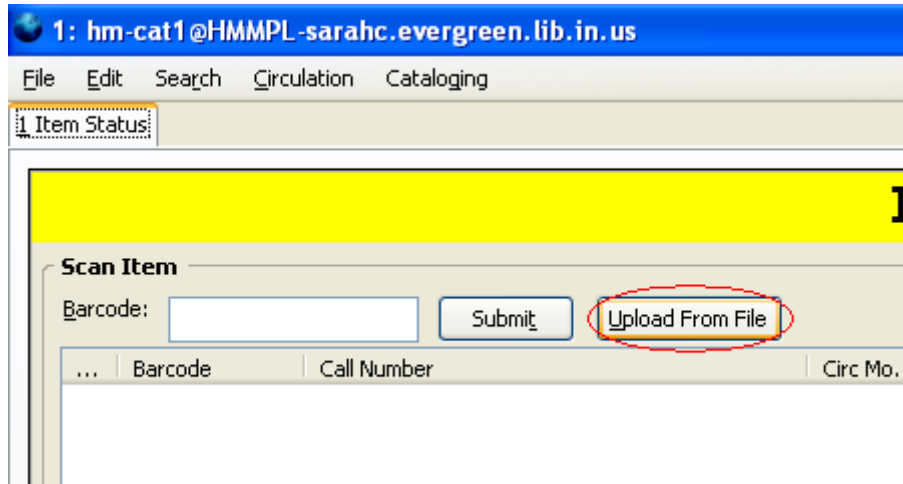
The Import Barcode File window will open up. If your file is not displayed in the list, you may have to click the Look in box to navigate to the correct drive or folder:
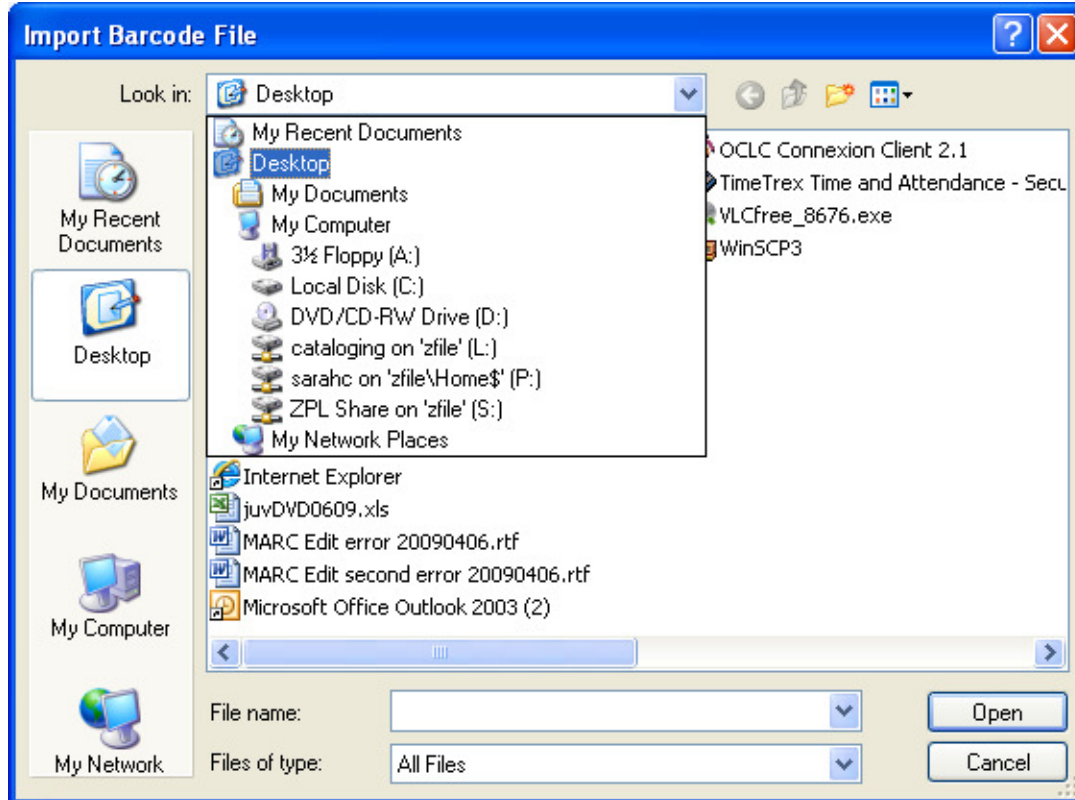
Click on your **file name**. When it appears in the File Name box, click the **Open** button:
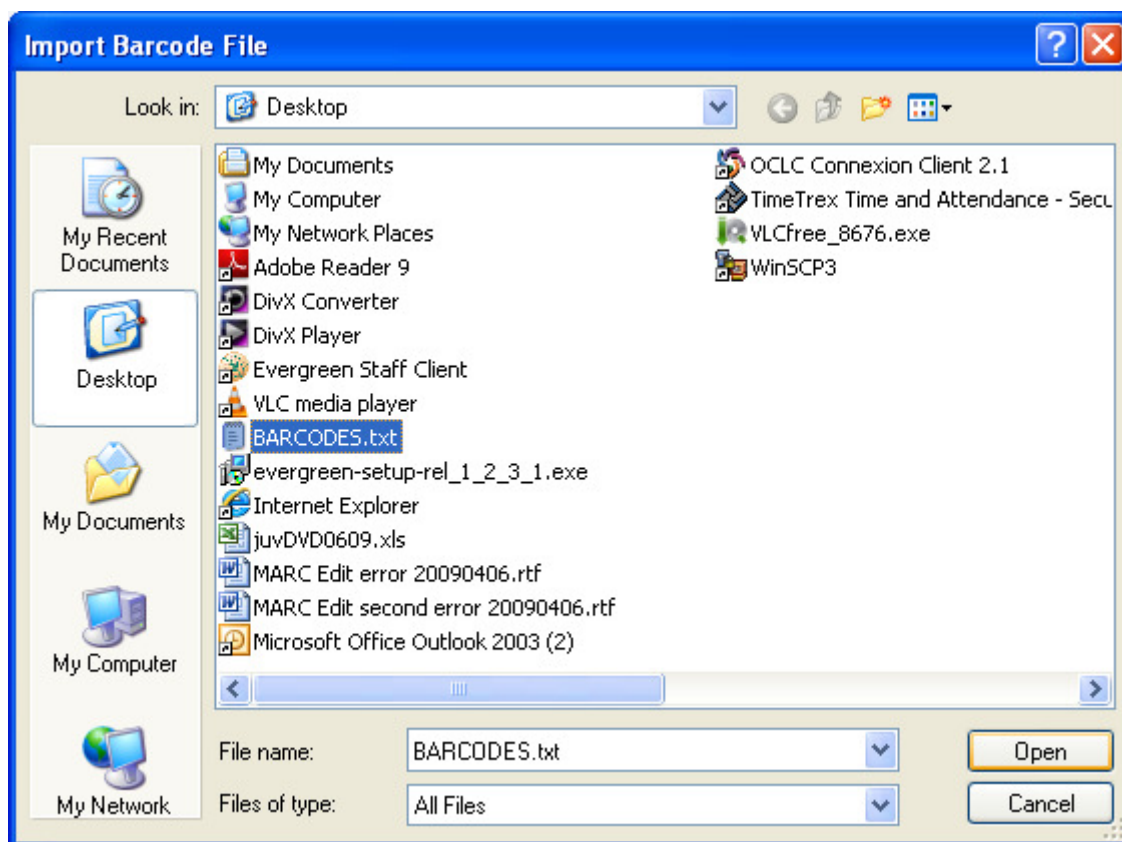
Your barcodes will be imported. If you have many in the file it may take a few minutes:

NOTE: If you are importing a file with more than 20 barcodes, you need to make sure that you do not have the Trim List box checked. It should be empty as shown below:

Once your barcodes are imported, you can make any desired edits. See ***Using the Item Status Screen to Make Changes to Multiple Items*** on page 15.6, if needed.

TIP: If you are changing call numbers from a file of barcodes, once you've made your changes you can hit F5 to clear the screen and re-import the file to view your changes.